

**HEADQUARTERS
GROUP 12 ILLINOIS WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
100 SOUTH JAMES # 3
SPARTA IL 62286**

18 November 2002

MEMORANDUM FOR UNIT COMMANDERS, GROUP 12

FROM: Group 12/CC

SUBJECT: Introduction, Commanders Packet I

1. The contents of the Commanders Packet I covers several subjects to aid the unit commander. The subjects covered are from application procedures to uniforms. Some subjects have went into more detail than others depending on the writer of that subject. There are certain forms that an individual will need to know about to apply for different activities, schools, awards, etc. In the **Commanders Packet II**, there is a collection of checklists, forms and form letters that can be used to help the unit commander with the administrative process. All subjects are listed in the table of contents of this packet and should give the unit commander general information that will increase his knowledge about Civil Air Patrol.
2. Consider that all situations cannot be covered in this packet, but references to regulations, manuals and pamphlets are made to help the unit commander through the daily process. Unit commanders should take the time to familiarize themselves with the reference directives.
3. There may be duplication in the pages of the Commander Packet I and the checklists, forms and form letters in the Commanders Packet II. These are friendly reminders that each item is important and should be read to get the full value of what is written.
4. It is hopeful that the information in the Commanders Packet I will be informative and useful to each unit commander. I invite comments and suggestions on which to improve the packet.

RICKEY L. OETH, Major, CAP
Commander

Attachments:
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Distribution:
1- each unit commander, Group 12

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SENIOR MEMBERSHIP

Reference : Chapter 3, CAP Regulation 39-2

1. **SENIOR MEMBER APPLICATION PROCEDURES:** The following listed forms and form letters (Checklists) have been provided in the Commander Packet II to aid with the in-processing of the new senior member.

- a. GP 12 FL 101 - Senior Membership Application checklist.
- b. GP 12 Form 101-3 - Sample Fingerprint Card.
- c. GP 12 Form 101-4 - Fingerprint Screening and more fingerprint tips.
- d. GP 12 Form 101-5 - FBI need “clean” fingerprint cards.
- e. GP 12 FL 103 - Senior Member Handbook.

It is suggested that the **Personnel Officer** go over each item on the application packet, so as to get the new member off to a good start in his or her unit.

2. Being a Senior Member in CAP is not a right, it is a privilege reserved for those individuals who conscientiously desire to promote the objectives and purpose of Civil Air Patrol and who meet the eligibility requirements. This privilege may be enjoyed as long as the member observes and complies with the CAP Constitution and Bylaws and other governing directives.

3. An active member is a member who regularly attends meetings, performs a specific duty assignment, meets training requirements, and participates in activities of his or her unit. An active member may wear the CAP uniform and compete for grade advancement.

4. **MEMBERSHIP CARD:** The membership card is a very important for just about anything that member would want to do in CAP. Don't wait until the last minute to look for the membership card. It is required to ride in corporate aircraft, military aircraft, and participate in CAP activities, such as SAR missions, encampments, schools conferences, etc. If an individual wishes to use the **Clothing Sales Store** at Scott Air Force Base, the membership card is required to gain entrance to the base as well as the store.

5. **IF AN INDIVIDUAL NEEDS A MEMBERSHIP CARD:** The individual or the Personnel Officer can write the Personnel Directorate at National Headquarters, and should get a new card in few days. The address at National Headquarters is as follows:

National Headquarters CAP/DP
105 South Hansell Street
Bldg. 714
Maxwell AFB, AL 36112-6332

6. If the unit has access to a FAX, send a note to (344) 935-4262. The turnabout will be faster.

7. **MEMBERSHIP RENEWALS:** Approximately sixty (60) days prior to the expiration date the individual will receive a notice from National Headquarters/DP. The continued participation of each individual in Civil Air Patrol is important. As the United State Air Force prepares to expand its services during the 21st century, and as its official auxiliary, the dedicated and selfless support of members are vital to Civil Air Patrol. With each individuals continued support, CAP will be able to meet the challenges of the 21st century. Each individual will want to be part of this mailing.

8. **CHANGE OF ADDRESS:** If an individual has a change of address, please call the Personnel Directorate at National Headquarters as soon as possible at (3440 953-5191 or write them at:

National Headquarters CAP/DPP
105 South Hansell Street
Bldg, 714
Maxwell AFB, AL 36112-6332

Don't miss any mailings from National Headquarters that could be important to the individuals membership.

9. **BENEFITS OF SENIOR MEMBERSHIP:**

- a. Individuals will be recognized as a volunteer for a nationally recognized educational and humanitarian nonprofit organization.
- b. Career enhancement and personal development opportunities through leadership and technical training courses.
- c. Free enrollment in more than 300 U.S. Air Force courses.
- d. Access to discount aircraft parts and equipment through the Civil Air Patrol Supply Depot.
- e. Special Hertz rental car rates and discounts for individual business and leisure travel.
- f. Expenses associated with the individuals membership may qualify as charitable contributions.
- g. Distinctive CAP Visa card with no annual fee available through MBNA.
- h. Free subscription to the Civil Air Patrol News.
- i. Free transportation to CAP's annual conferences, based on USAF airlift availability.
- j. Travel abroad through the International Air Cadet exchange Program.

10. **NEAREST CAP UNIT:** If an individual is moving to a new location and wants to know where the nearest Civil Air Patrol unit is, just call: 1-800-FLY 2338.

11. **PERSONNEL RECORDS (SENIOR MEMBER):** An active personnel record is maintained and consists of training records for each senior member. CAP Form 45 is the Senior Member Master Record and the CAP Form 45b is the Senior Member Training Record, and the

45b is maintained as the first document in the CAP Form 45. Both of these forms are prescribed by CAP Regulation 50-17. **The basic document for the master record is the individuals senior membership application for Civil Air Patrol (CAP Form 12).**

12. All personnel actions in the form of published personnel actions as listed below should be part of each individuals personnel record:

- a. CAP Form 2, Request for Promotion Action.
- b. CAP From 2a, Request for and Approval of Personnel Action.
- c. CAP Form 120, Recommendation for Decoration.
- d. CAP From 83, CSP Counterdrug Application.

13. Any additional information pertaining to an individuals service and performance should also be made a part of the personnel record.

14. Always check the reference directive for detailed information on Senior Membership.

SENIOR TRAINING PROGRAM

Reference: CAP Manual 50-17

1. For an organization such as Civil Air Patrol to be consistently successful, it must have a dedicated leader with well developed managerial and leadership skills. To provide these skills to such a diverse membership requires a strong and standardized training program. Not only must members be trained to support the three missions of Civil Air Patrol (Aerospace Education, Cadet Program, and Emergency Services), they must also be trained to do the routine day-to-day jobs. Senior train through on-the-job and self-study in the more than 20 specialty track study guides (A listing of the specialty tracks are listed in Level II - Technical Training). Other training opportunities are listed in the CAP News and on the web sites.
2. Each senior member should take advantage of all training opportunities. Remember, well trained individuals fare better under all kinds of conditions and unexpected situations than those who are unprepared. The senior member should remember, being physically and mentally prepared will greatly enhance the successful handling of the missions of Civil Air Patrol.
3. In the following five section, the writer has went into detail you might say step-by-step through the five levels of the Senior Training Program. This will be helpful for each senior member for their progression in Civil Air Patrol.

LEVEL I, INTRODUCTION
CAP SENIOR MEMBER PROFESSIONAL DEVELOPMENT
PROGRAM
(REVISED 16 FEBRUARY 2004)

Reference: Chapter 3, CAP Regulation 50-17

1. **LEVEL I, ORIENTATION CHECKLIST:** Level I Orientation and In-processing checklist (GP 12 FL 201-1 & 2) has been provided with the Commanders Packet II. This checklist will aid with the in-processing of the new senior member.

2. **PARTICIPATION:** The new senior member must complete Level I prior to being assigned to a duty position in the unit. All persons who become senior members of Civil Air Patrol are required to complete Level I Orientation and Cadet Protection Training prior to any promotion action. Further, the senior member must complete Cadet Protection prior to working with cadets.

3. **LEVEL I PROGRAM:** The Level I program consists of two parts. One part consists of study of manuals and pamphlets which together are called the Senior Member Handbook. The items that consist of the Senior Member Handbook are listed on the GP 12 FL 103. This form letter is given to all new senior members during application procedures. **After the senior member reads and studies this material,** the member attended a facilitated videotape seminar. The other part consists of the Cadet Protection.

- a. The new senior member will be sent the Senior Member Handbook materials by the **CAPMart**. The new senior member is expected to study the information prior to the audiovisual seminar presentation.
- b. The Cadet Protection component is designed to heighten child abuse awareness, thereby reducing the potential for cadet abuse. Cadet Protection training is presented by the unit using a videotape presentation.

4. **ORIENTATION COURSE OBJECTIVES:** After completing Level I training the new senior member should be able to:

- a. List the CAP mission, purpose and program.
- b. List the CAP chain of command and CAP's region divisions.
- c. Differentiate between CAP Corporate and USAF structure of HQ CAP-USAF.
- d. Recognize CAP senior members insignia.
- e. Recognize CAP cadet insignia.
- f. Wear all items of uniform correctly.
- f. Observe correct CAP/military courtesy and protocol
- h. Demonstrate familiarity with the following items:

- (1) The origin and history of CAP.
- (2) The five levels of the CAP Senior Professional Development Program.
- (3) The CAP cadet achievement program.
- (4) The senior member's responsibility to set the example for the cadets in dress and conduct.
- (5) The types of publications which inform and direct CAP members.
- (6) The insurance program.
- (7) The member's unit history and current status within the wing.
- (8) The core values of the USAir Force and CAP.
- (9) CAP policy on discrimination and sexual harassment.

5. **CADET PROTECTION COURSE OBJECTIVES:** The purpose of the program is to increase child abuse awareness among senior members thereby reducing the potential for physical, emotional, and sexual abuse of cadets. The objectives of the program are for the senior member to:

- a. Know the definition, categories, and signs of child abuse.
- b. Describe common myths surrounding a child abuser.
- c. Understand the CAP Cadet Protection Training Program policies and procedures.
- d. resolve case study problems on potential child abuse situations in Civil Air Patrol.

6. **RERORTING PROCEDURES:** Upon completion of the Orientation Course and Cadet Protection, the unit commander or the professional development officer will have attendee sign the CAP form 11 (CAP Senior Member Professional Development Report). This form is sent to the Professional Development Office at National HQ for posting to the individuals records that are maintained by that office. Distribution of the CAP Senior Member Professional Development Report will be as shown:

- A. National Headquarters/ETP.
- B. Illinois wing/ETP.
- C. Unit file (CAP Senior Member Professional Development Report).
- D. One copy for each attendee for their Senior Member Master Record.

7. **PROFESSIONAL DEVELOPMENT REPORT:** This document should be checked each month when it comes in from National HQ with the unit commander or the professional development officer to make sure all information thereon has been posted and correct.

Appropriate action will be taken by the unit commander or the professional development officer to make corrections to the document as necessary. This document shows the progress of each assigned senior member in the unit, and their progression in Civil Air Patrol.

8. **MEMBERSHIP RIBBON:** The membership ribbon is awarded upon completion of Level I. A CAP form 2a (Request for and Approval of Personnel Action) will be initiated by the unit professional development officer. Include in BLOCK VII (REMARKS) the name of the award and the date of Level Training completion. The unit professional development officer signs the requester block. The unit commander is the final approving authority for this award. This award will be posted to the individuals CAP form 45, and a copy of the CAP Form 2a contained therein. The membership ribbon can be ordered from CAPMart, www.capmart.org TEL; 8888341781, FAX: 3342656381.

9. **PROMOTION TO 2nd LIEUTENANT:** Completion of Level I and Six (6) months time-in-grade as senior member satisfies the training requirements and is eligible for duty performance promotion to Second (2Lt.) A CAP Form 2 (Request for Promotion Action) is completed by the personnel officer. The unit commander is the final approving authority for this award. Original copy will be sent to National Headquarters /DP. Promotion to 2nd Lieutenant does not need the group commanders or the wing commander approval, the paper work goes straight to National Headquarters for processing. A copy should be made for the suspense action file.

10. For the individuals with special, mission related, or professional qualifications, appropriate promotion action will be taken in section C, D, & E of CAP Regulation 35-5 (CAP Officer and Non-Commissioned Officer Appointments and Promotions).

11. **LEVEL I ORIENTATION INSTRUCTOR:** A form letter (GP 12 FL 202) is provided in the commanders Packet II for the individual giving the Level I Orientation that is working for completion of Level V. Distribution for the letter is shown on the GP 12 FL 202.

12. **CAP CERTIFICATE 13:** This certificate is awarded to each new senior member upon completion of Level I Orientation Course.

DUTY ASSIGNMENTS

SENIOR MEMBER

**Reference: paragraph 4-2.b. CAP Regulation 50-17
And CAP Manual 20-1**

1. Level II progression, requires that each senior member be assigned a duty position. A current listing of specialty tracks can be found at paragraph 4-2.b., CAP Regulation 50-17 and Level II Technical training of this guide. Descriptions of duty positions can be found in CAP Manual 20-1.
2. **DUTY ASSIGNMENTS:** The unit commander should develop a unit organizational chart indicating the name and grade of the members filling each position. It may be necessary that more than one position be filled by the same member; however, someone should be responsible for each track outlined in the position descriptions so the entire unit is aware of who is responsible for which duties. The posting of this chart will show the chain of command.
3. **ASSIGNMENT ACTION:** A CAP Form 2a, (Request for and Approval for Personnel Action), Section II, Duty assignment change, will be completed for each duty position assigned, as outlined in CAP Manual 20-1. The personnel officer will initiate the personnel action, which is approved by the unit commander, who is the final approving authority. Copies of the CAP Form 2a, should be made for the individual's master record (CAP Form 45), and posted therein. Another copy should be made for the Personnel Authorization File.
4. **PERSONNEL AUTHORIZATIONS:** As an option to the preparation of separate CAP Form 2a's, for each duty position assigned, duty assignments may be published in personnel authorizations in accordance with CAP regulation 10-3
5. Be sure to check the reference directive for details on duty assignments.

LEVEL II, TECHNICAL TRAINING
CAP SENIOR MEMBER PROFESSIONAL DEVELOPMENT
PROGRAM
(REVISED 16 FEBRUARY 2004)

Reference: Chapter 4, CAP Regulation 50-17

1. **SPECIALTY TRAINING:** After completion of Level I, the individual will enroll in specialty training to maintain progression in the training program. This training is not only an opportunity to learn new skills for CAP, but for the individuals growth and enrichment. The technical training phase enables the member to acquire a technical skill and begin basic training in leadership skills. Study material is presented in pamphlets called Specialty Track Study Guides (The Special Tracks are a purchase item, and can be obtained through the CAP Bookstore). Each member, in coordination with the unit commander and the professional development officer, will select a particular specialty based on the members personal interests and the needs of the unit.

2. **SPECIALTY TRACKS AND CODES:** The following is a current listing of the specialty tracks and codes:

a. 200 - Personnel	l. 214 - Communications
b. 201 - Public Affairs	m. 215 - Aerospace Education
c. 202 - Finance	n. 216 - Cadet Programs
d. 203 - Inspector	o. 217 - Safety
e. 204 - Professional Development	p. 218 - Plans & Programs
f. 205 - Administration	q. 219 - Legal
g. 206 - Logistics	r. 220 - Health Services
h. 210 - Flight Operations	s. 221 - Chaplain
i. 211 - Operations	t. 222 - Commander designation (see NOTE BELOW)
j. 212 - Standardization - Evaluation	u. 233 - Historian
k. 213 - Emergency Services	v. 225 - Moral Leadership

NOTE: Specialty code (222) is only used to designate personnel in command positions and is not a specialty training track. Commanders must have a separate specialty track to progress in duty performance promotions and the cap Senior Member Professional Development Program.

3. Specialty track training must be completed to the unit commander's satisfaction and then recorded on the individuals CAP Form 45b. For information on updating the Professional Development Report with the individuals Technical Rating, see paragraph 2-6, CAP Regulation

50-17.

4. **LEADERSHIP AWARD RIBBON:** Upon successful completion of the Technician level of the specialty track makes the member eligible for the CAP Leadership Award Ribbon. A CAP Form 2a (Request for and Approval of Personnel Action), will be initiated by the unit Professional Development Officer. Include in BLOCK VII (REMARKS) the name of the award, date unit commander approved the technical rating, and the specialty track number. The unit Professional Development Officer signs the requester signature block. The unit commander is the final approving authority for this award. This award should be poster to the individuals CAP Form 45b, and a copy filed therein. The Leadership Award Ribbon can be ordered from CAPMart, www.capmart.org, TEL: 8888341781, FAX: 3342656381.

5. **ADL COURSE 13:** The “CAP Officers Course” provides study in areas essential to become an effective leader in Civil Air Patrol. This course is necessary for career development. Senior members complete a comprehensive correspondence course (without charge). This course is administered by the U.S. Air Force Institute for Advanced Distributed Learning, (Air University) at Maxwell AFB - Gunter Annex, Alabama.

6. **THE CAP OFFICER COURSE:** The CAP Officers Course consists of four (4) volumes.

a. **VOLUME 1:** The first volume is dedicated to discussing the history, organizations, and missions of both CAP and our parent service, the U.S. Air Force. Discussions move from the origin of the Air Force to the birth of CAP just before the attack on Pearl Harbor; the development of CAP as a search and rescue organization, to its status as the official Air force Auxiliary. It further discusses CAP’s three current day missions: aerospace education, emergency services and the cadet programs.

b. **VOLUME 2:** The second volume discusses the professional knowledge CAP feels is necessary for members to present a proper Air force image. Subjects include: national customs, Air Force customs and courtesies, wear of the Air Force -style CAP uniform, and finally health and fitness issues.

c. **VOLUME 3:** This volume talks primarily about effective communications, including communications fundamentals, barriers to effective communications, effective writing and speaking techniques, and finally CAP and the information age.

d. **VOLUME 4:** The fourth volume discusses leadership and management techniques necessary to become a more effective member. The five principles of management, Maslow’s hierarchy of needs, leadership qualities, counseling, motivation, problem solving techniques, and officership are highlights in this volume.

AFIADL evaluates the individual knowledge of the material with a multiple choice test at the conclusion of the course. The passing grade for AFIADL-13 is 60 percent. Students also have the opportunity for one retest, should they not pass the first time. Successful completion of AFIADL-13 is a requirement toward receiving the members Level II Certificate of Proficiency and subsequent promotion to captain.

7. **APPLICATION PROCEDURES, CAP OFFICER COURSE:** Application procedures are made by completing AFIADL Form 23, enrollment Application. It is a post-card size application that’s easy to fill out. The Professional Development Officer has a copy of the AFIADL

Handbook, and will assist the individual with completion instructions, and any additional information that the member may need.

8. After the AFIADL Form 23, Enrollment Application is sent in, the individual will receive a post card from AFIADL (AFIADL Form 9) in a few weeks telling the member of his or her enrollment date and soon after the individual will receive their books. Remember when the member enrolls in an AFIADL course, they are responsible for completing it. Failure to do so could jeopardize Civil Air Patrol access to the AFIADL system. AFIADL places time restrictions on course completion. If an individual does not complete a course within the time restrictions, the individual may be prohibited from enrolling in another course for six (6) months. The individual will have one (1) year from the enrollment date to complete the enrollment date to complete the AFIADL-13 course.

9. **ECI EXAMINATION:** The individual should be sure to read the instructions that come with the books, as to the correct procedures to follow about getting the examination.

10. **COMPLETION OF AFIADL-13, CAP OFFICER COURSE:** Upon completion of the AFIADL- 13, CAP Officer Course, the individual will receive a AFIADL Form 9, (completion of course). This information will be posted to the individuals training record. CAP Form 45, and a copy retained therein.

11. **REQUESTING AFIADL 13, CAP OFFICER COURSE DIPLOMA:** A diploma is not sent to the individual automatically. Individuals completing the ADL-13, Officer Course may request a diploma if desired from:

Air University Registrar
60 Shumacher Avenue
Maxwell AFB, AL 3611-6337

The Professional Development Officer should prepare a letter requesting the diploma and attach a copy of the AFIADL Form 9, indicating certification of course completion.

12. **SQUADRON LEADERSHIP SCHOOL:** The purpose of the Squadron Leadership School is to create an understanding of the basic functions of the Civil Air Patrol squadron. Prerequisites for attendance are completion of Level I and enrollment in one or more specialty tracks. The SLS is conducted local to augment training in Level II specialties and further enhance knowledge of leadership and management.

13. The individual should check with the unit commander or the senior program officer for scheduling of the Squadron Leadership School.

14. **COMPLETION OF SLS:** A copy of the individuals diploma should be placed in the CAP Form 45 and posted to the CAP Form 45b. While attending the Squadron Leadership School, the individual should make sure to complete the CAP Form 11 (Senior Member Professional Development Director's Report) provided. This form will be sent to CAP National Headquarters (Senior Training for posting to the individuals record maintained by that office). The individual should also check the Senior Training Report periodically, to make sure their progression in Civil Air Patrol is being posted.

15. **PROMOTION TO FIRST LIEUTENANT:** After attaining a technical rating in a specialty track, completing the ADL-13, CAP Officer Course, attending and completing the Squadron

Leadership School, and one (1) year time in grade as a 2nd Lieutenant, this satisfies the training requirements for duty performance promotion to 1st Lieutenant. A CAP Form 2 (Request for Promotion Action), is completed by the unit personnel officer. The unit commander is the final approving authority for this promotion (remember this promotion does not need to go through the group commander or the wing commander, it goes straight to National Headquarters). Original copy will be sent to National Headquarters/DP. A copy should be made for the suspense action file. Grade insignia can be ordered from CAPMart, www.capmart.org, TEL; 8888341781, FAX; 3342656381.

16. **CERTIFICATE OF PROFICIENCY:** After the individual has completed technical training in their specialty, the ADL-13, CAP Officer Course, and the Squadron Leadership School, the individual has completed all requirements for completion of Level II. At this point a CAP Form 24 (Application for CAP Senior Member Professional Development Awards), item 8 will be completed and forwarded to National Headquarters/ETP, 105 S. Hansell St., Bldg. 714, Maxwell AFB, AL 36112-6332, with a courtesy copy to Illinois Wing /ETS. National Headquarters/ETP will mail the Certificate of Proficiency to the unit commander for subsequent presentation. A copy of the CAP Form 24 should be made for the suspense action file. **Be sure to add supporting documents before forwarding.**

17. **PROMOTION TO CAPTAIN:** Completion of Level II, and receipt of Certificate of Proficiency (Level II, completion), and 18 months time-in-grade as a 1st Lieutenant satisfies the training requirements for duty performance promotion to Captain. After approval of the CAP Form 2 (Request for Promotion Action), by the unit commander, it will be routed to the **Group Commander for approval, (the Group Commander is the final approving authority for this promotion)**, then the original copy will be sent to National Headquarters/DP for processing. A copy should be made for the suspense action file. Grade insignia can be ordered from CAPMart, www.capmart.org, TEL:8888341781, FAX: 3342656381.

18. Always check the reference directive for detailed information on Level II.

LEVEL III, MANAGEMENT
CAP SENIOR MEMBER PROFESSIONAL DEVELOPMENT
PROGRAM
(REVISED 17 FEBRUARY 2004)

Reference: Chapter 5, CAP Regulation 50-17

1. Training at this level is designed for senior members serving as commanders and /or staff officers who plan to progress in grade and experience as active members of Civil Air Patrol. Level III provides career-broadening experience through job knowledge, conference attendance, and a Corporate Learning Course.

2. **DUTY POSITION:** To complete this level of training a member must hold a command or staff position for one (1) year. This is from the time an individual is assigned a duty position in Level II (Specialty Training).

3. **SENIOR SPECIALTY RATING:** After attaining a senior specialty rating in a specialty track, this results in the award of the **BRONZE STAR** for leadership. The Bronze Star is an attachment to the Leadership Award Ribbon. The Professional Development Officer will initiate CAP Form 2a for the award. Include in BLOCK VII the name of the award achievement, date unit commander approved the senior rating, and the specialty track number. The Professional Development Officer signs as the requester. The unit commander is the final approving authority. The senior rating must be completed to the unit commander's satisfaction and then it should be recorded on the individual's CAP Form 45b. The Bronze Star can be ordered through the [CAPMart, www.capmart.org](http://www.capmart.org), TEL: 8888342781, FAX: 3342656381. For information on updating the Senior Training Report with the Senior Rating, see paragraph 2-6, CAP Regulation 50-17.

4. **CONFERENCE ATTENDANCE:** For progression at this level an individual must attend two wing, region, or national conferences (one of which may be a National congress, or a Wing/Region Aerospace Conference). These conferences afford the Civil Air Patrol officers a broad view of the corporate organization and expose them to the issues confronting Civil Air Patrol. Notices are printed in the CAP News, on the Web pages of National Headquarters (www.capnhq.gov), Great Lakes Region (<http://glr.cap.gov/>) Illinois Wing (www.ilcap.gov), and Group 12 (<http://ilcap.gov/group12/>). Information on location, dates, and application procedures. An individual can also check with their unit commander or professional development officer for this information. An individual after returning from a conference should be sure to post their CAP Form 45b.

5. **CORPORATE LEARNING COURSE:** The purpose of this course is to provide broad knowledge and understanding of those areas necessary for squadron management.

6. An individual should attend a **Squadron Leadership School PRIOR** to attending a Corporate Learning Course. Information on these events can be obtained from the unit commander or the professional development officer, or check the web sites mentioned in paragraph 4 above.

7. **GROVER LEONING AEROSPACE AWARD:** After completing one (1) year in a

command or staff position, attaining a senior rating in an individuals specialty, attendance at two (2) National, Wing, or Region conferences, and completing the Corporate Learning Course, the individual has completed all requirements for completion of Level III. The next step will be to complete a CAP Form 24 (Application for Senior Program Awards), item 9 will be completed following the instructions in paragraph 3 on reverse of form, **(be sure to add supporting documents before forwarding)**, then forwarded to Illinois Wing/ETP for the Wing Commander's approval. Wing will forward the CAP Form 24 to National Headquarters/ETP for approval. When approved, the certificate will be sent to the Wing commander for presentation. Copies should be made of the CAP Form 24 for the suspense action file. After receiving the certificate the individual should make a copy for the CAP Form 45, and post the information on the CAP Form 45b.

8. **PROMOTION TO MAJOR:** Completion of Level II and the receipt of the Grover Leoning Award (Level III, Completion), and three (3) years time-in-grade as a Captain, this satisfies the training requirements for duty performance to Major (follow the instructions in CAP Regulation 35-5). A copy of CAP Form 2 should be completed at unit level and sent through the Group Commander to Illinois Wing/DP. The Wing Commander is the final approving authority for this promotion and will forward to National Headquarters for processing. A copy should be made for the suspense action file. Upon promotion, the grade insignia can be ordered from the **CAPMart**, www.capmart.org, TEL: 8888341781, FAX: 3342656381.

9. Always check the reference directive for detailed information on Level III.

LEVEL IV - COMMAND AND STAFF
CAP SENIOR MEMBER PROFESSIONAL DEVELOPMENT
PROGRAM

(REVISED 17 FEBRUARY 2004)

Reference: Chapter 6, CAP Regulation 50-17

1. This level of training is designed to prepare senior members who desire to become high-level leaders in Civil Air Patrol. Level III of the CAP Senior Member Professional Development Program must be completed before starting this level.
2. **DUTY POSITION:** To complete this level of training a member must hold a command or staff position for two (2) years . This is from the time the individual is assigned a duty position in Level II (Specialty Training).
3. **MASTER SPECIALTY RATING:** After attaining a master specialty rating in a specialty track, this results in the award of the **Silver Star** for leadership. The Silver Star is attached to the Leadership Award Ribbon. The Professional Development Office will initiate cap Form 2a. Include in BLOCK VII the name of the award achievement, date unit commander approved the master rating, and the specialty track number. The Professional Development Officer signs as the requester. The unit commander is the final approving authority. The Master Rating must be completed to the unit commanders satisfaction and then it should be posted to the individuals CAP Form 45b. The Silver Star can be obtained through the **CAPMart**. For information on updating the Professional Development Report with the Master Rating, Chapter 2, CAP Regulation 50-17.
4. **REGION STAFF COLLEGE:** The Region Staff College is the formal in-residence course required for completion of Level IV. The purpose is to help prepare selected Civil Air Patrol officers to better execute the duties and responsibilities associated with Civil Air Patrol command and staff positions at squadron level or above. The college provides training in communications, leadership, and management. Check the web pages for scheduling or with the unit commander or professional development officer for application procedures, and location.
5. **SQUADRON OFFICERS SCHOOL:** The Squadron Officers School is the equivalent to the Region Staff College. This correspondence program is designed for the individual who is unable to attend the Region Staff College. Application procedures are contained in the Extension Course Institute (AFIADL) handbook, see the Professional Development Officer for detailed information on this subject.
6. **SERVE AS A STAFF MEMBER AT:** A National, Region or Wing conference.

OR

Serve as a staff member at: A Squadron Leadership School .

OR

A Corporate Learning Course.

OR

A Unit Commanders Course (UCC).

NOTE: The Unit Commanders Course is a 16-hour course that introduces prospective new unit commanders to the traits and skills needed to effectively manage a unit.

7. Prepare and deliver a Civil Air Patrol presentation to a **NON-CIVIL AIR PATROL group**.

OR

Conduct a hands on unit Aerospace Education Program, or a external Aerospace Education classroom program.

8. **PAUL E. GARBER AWARD:** After completing all the requirements in Level IV entitles the Civil Air Patrol officer to receive the Garber Award. The next thing to be done, is complete a CAP Form 24 (Application for Professional Development Program Awards), **item 10**, of the CAP Form 24 will be as per instructions in paragraph 4, on the reverse side of to form (**be sure to attach supporting documents**). It will then be sent to Illinois Wing/ETP for approval by the Wing Commander. The Wing will forward to National Headquarters/ETP for processing. When approved, the certificate will be sent to the Wing Commander for presentation. A copy should be made for the suspense action file. After receiving the certificate, make a copy for the individual's master record CAP Form 45 and post to CAP Form 45b.

9. **PROMOTION TO LIEUTENANT COLONEL:** Completion of Level IV and receipt of the Paul E. Garber Award with four (4) years time-in-grade as a Major, satisfies the training requirements for duty performance to Lieutenant Colonel (Reference: CAP Regulation 35-5). Upon promotion, the grade insignia can be ordered from the CAPMart, www.capmart.org, TEL: 8888341781, FAX: 3342656381.

10. Always check the reference directive for detailed information on Level IV.

LEVEL V - EXECUTIVE
CAP SENIOR MEMBER PROFESSIONAL DEVELOPMENT
PROGRAM

(REVISED 17 FEBRUARY 2004)

Reference : Chapter 7, CAP Regulation 50-17

1. Training at this level in advanced academic and military subjects is for those who are performing duty as commanders and staff officers. Only the most dedicated senior member will achieve this level of training by assuming greater responsibility for Civil Air Patrol.

2. **DUTY POSITION:** To complete this level of training a member must hold a command or staff position for three (3) years. This is from the time they were assigned a duty position in Level II (Specialty Training).

3. **NATIONAL STAFF COLLEGE:** Academically, the senior member must complete The executive - level, in-residence course conducted annually at Maxwell Air Force Base, Alabama. The purpose of this 7 day course provides advanced leadership and management training to develop awareness of Civil Air Patrol policies and to develop experience required to operate programs at the national level. Notification will be announced in the January edition of the Civil Air Patrol News. Applicants should refer to paragraph 7-2 of CAP Regulation 50-17 for details, also should check with the unit commander or professional development officer for more information on the National Staff College.

4. **AIR COMMAND AND STAFF COLLEGE:** The Air Command and Staff College is the equivalent to the National Staff College. The correspondence course is designed for eligible senior members who do not have the opportunity to attend the National Staff College in residence. Application procedures are contained in the Advance Distributed Learning (ADL) handbook, check with the Professional Development Officer for additional information on this course.

5. **CONDUCT A LEVEL I ORIENTATION COURSE:** For continued progression in Civil Air Patrol an individual is required to conduct a Level I Orientation course. The objectives of this course are contained in Chapter 3, CAP Regulation 50-17. A participation letter will be completed for the individual giving the Level I Orientation Course and Cadet Protection. A form letter is available in the Commanders Packet II, subject: Level I Orientation Instructor (GP 12 FL 202). This letter should become part of the individual's CAP Form 45 and posted to the CAP Form 45b.

6. The next step at this level of progression is to serve as a **Director of a Squadron Leadership School, a Corporate Learning Course, or Unit commanders Course (UCC) in positions such as course director, curriculum director, or administrative director, etc).** For information on the Squadron Leadership School, see paragraph 4-6, CAP Regulation 50-17. The individual will find information on the Corporate Learning Course located at paragraph 5-3, CAP Regulation 50-15.

OR The individual may serve as a staff member for a Region Staff college, or the National Staff college.

7. **GILL ROBB WILSON AWARD:** After successful completion of Level V training requirements qualifies the Civil Air Patrol officer to receive the Wilson award. Item 11 of the CAP Form 24 will be completed at this time. Check the instructions in paragraph 5 on the reverse of form (**be sure to attach supporting documents**). Forward to Illinois Wing/ETP for approval. Wing will forward to Region Headquarters for approval, they will send to award on the National Headquarters/ETP for processing. When approved the certificate will be sent to Illinois Wing for presentation. Copies should be made for the suspense action file before forwarding to Wing. After receiving the certificate make a copy for the master record (CAP Form 45) and post to CAP For 45b.

8. Always check the reference directive for detailed information on Level V.

PROMOTIONS

SENIOR MEMBERS

1. Promotions are one of the methods available to recognize Civil Air Patrol members for their achievements and accomplishments. There are several ways a member can earn promotions, as listed below:

- a. Duty Performance.
- b. Special Appointment.
- c. Mission-Related Skills.
- d. Professional Appointments and Promotions.

2. When a member is recommended for promotion, it is the responsibility of the unit commander and the unit personnel officer to make sure the individual is qualified, as to the type and method of promotion and grade requested. All training should be reflected on the Senior Training Report, if not, documentation of training and other prerequisites, as to the method of promotion, will be attached to the CAP Form 2a (Request for Promotion Action). For information **not shown** on the Senior Training Report, the unit personnel officer will forward documents to National Headquarters (Senior Training), to bring the training record up-to-date.

3. To prevent delays in promotion requests, the unit commander and the unit personnel officer should be familiar with the routing as to the method of promotion. Delays can effect the performance and retention of senior members, so make sure the routing is sent to the correct approving authority.

4. For the senior member to enhance their possibilities of promotion, in all levels of the Senior Training Program. They should perform their duties in an outstanding manner, take on added responsibilities in Civil Air Patrol, plus attendance at the cadet special activities, passing on their knowledge and experience. Another part, is wearing the uniform. We as senior members set the example, by the way we wear our uniform and the way people see us in our uniform. Look sharp, be sharp!

5. When completing the CAP Form 2a (Request for Promotion Action). The Illinois Wing requires the following information in **section VII (Remarks)**:

(Initial (s) - Surname) is an active member of the (Charter number) (Squadron/Group) and performs (his/her) duties in an exemplary manner.

6. Always remember to make a copy for the suspense action file.

7. For additional information on promotions, check the reference directive or with the unit personnel officer.

AWARDS

Reference: CAP Regulation 39-3

1. Awards are one of the methods available to recognize Civil Air Patrol members for their heroism, service, and program achievements and accomplishments.
2. There will not go into a lot of detail on awards, just give a listing of the awards and a reference to the directive that gives the requirements for obtaining them. Remember, this is only a guide, where I'm giving references to help find answers and prerequisites.
3. There are forms in the Commanders Packet II to assist the individual keep track of that particular award in paragraph 7 and 8.
4. The following is a listing of decorations, as referenced in CAP Regulation 39-3. To earn these awards, criteria in paragraph 9 must be followed. A CAP Form 120 (Recommendation for Decoration), must be initiated by competent authority, and sent through the channel for approval:

- a. Silver Medal of Valor
- b. Bronze Medal of Valor
- c. Distinguished Service Medal
- d. Exceptional Service Medal
- e. Meritorious Service Medal
- f. Commander's Commendation
- h. Lifesaving Award
- i. Unit Citation Award

5. The following is a listing of the Senior Program Awards, that can be earned by the individuals progressing in the Senior Training Program (Reference: CAP Regulation 50-17):

- a. Gill Robb Wilson Award (Level V)
- b. Paul E. Garber Award (Level IV)
- c. Grover Leoning Aerospace Award (Level III)
- d. Certificate of Proficiency (Level II)
- e. Leadership Award (Level II)

f. Membership Award (Level I)

6. **BRIGADIER GENERAL CHARLES E. ‘CHUCK’ YEAGER AEROSPACE EDUCATION ACHIEVEMENT AWARD:** check paragraph 16, CAP Reg. 39-3 for details for testing and the awarding of the ribbon and certificate. (Wing Director of Aerospace Education has final approving authority for this award).

7. **RED SERVICE RIBBON:** The Red Service Ribbon is the longevity award for Civil Air Patrol (see paragraph 21.b., CAP Regulation 39-3 for more information on this award). A GP 12 FL 305 is available in the Commander Packet II to help the individual keep track of each increment of this award up to 30 years. (Unit commander has final approving authority).

8. The following is a listing of **Activity Ribbons**, that an individual can earn by following the criteria shown in the reference directive. Check the reference directive to see if it awarded to a **Cadet and Seniors. The final approving authority will be listed after each award.**

a. **Search “Find” Ribbon**, see paragraph 21.d., CAP Reg. 39-3. (Unit commander).

b. **Air Search and Rescue Ribbon**, check paragraph 21.c. for additional information. The GP 12 Form 308 is located in the Commanders Packet II to keep track of the award. (Wing Director of Operations).

c. **Counter Narcotics Ribbon**, check paragraph 21.e., CAP Reg. 39-3. The GP 12 Form 306 is located in the Commanders Packet II to keep track of this award. (Wing Director of Counter Narcotics).

d. **Disaster Relief Ribbon**, see paragraph 21.f., CAP Reg. 39-3. The GP 12 Form 307 is located in the Commanders Packet II to keep track of this award. (Wing Director of Operations).

e. **Cadet Orientation Pilot Ribbon**, check paragraph 21.h., CAP Reg. 39-3 for details on the awarding of this ribbon. (Seniors Only). (Wing Director of Operations).

f. **International Air Cadet Exchange Ribbon**, check paragraph 20.a., CAP Reg. 39-3 for information on this award. (Wing Director of Cadet Programs)

g. **Cadet Special Activity Ribbon**, check paragraph 20.d., CAP Reg. 39-3, for the listing of the 15 special activities this ribbon covers.

h. **Encampment Ribbon**, see paragraph 20.e., CAP Reg. 39-3. (Unit Commander).

i. **Senior Recruiting Ribbon**, check paragraph 21.k.(2), CAP Reg. 39-3 for additional information on this award. A form is available in the Commanders Packet II to keep track of the recruiting progress (GP 12 Form 301). GP 12 Form 302 is also available for seniors to earn the recruiting clasp (Unit Commander).

A CAP Form 2a (Request for and Approval of Personnel Action), will be completed by the unit personnel officer, and will be sent to through channels to the final approving authority. **Be sure to make a copy for the suspense action, also be sure to attach all supporting documents.**

9. The following is listing of Aeronautical Rating, Emergency Service, and Ground Team Badges

that can be earned as a member of Civil Air Patrol (Reference: CAP Reg. 35-6).

AERONAUTICAL RATINGS:

- a. CAP Pilot
 - b. CAP Senior Pilot
 - c. CAP Command Pilot
 - d. Glider Pilot
 - e. CAP Balloon Pilot
 - f. CAP Observer
 - g. CAP Senior Observer
 - h. CAP Master Observer
10. **Emergency Services Qualification Badge**, has three levels of qualification, basic, senior and master. Criteria for this badge can be found in CAP Reg. 35-6.
11. **Ground Team Badge**, also has three level of qualification , basic, senior and master. Check the reference directive for information on this badge (Ref: CAP Reg. 35-6).
12. Procedures for awarding of the Aeronautical Ratings, Emergency Services, and Ground team Badges will be found in CAP Regulation 35-6. Approving authority for all aeronautical ratings will be the Wing Commander with verification by the Wing Director of Operations. **Always attach supporting documents to awards. Approving authority for Emergency Services and Ground Team Badges is the Wing Director of Emergency services.**
13. **Safety Badge**: The Safety Badge come in three tiers of qualification, basic, senior, and master. For qualification procedures, see CAP Regulation 62-1.
14. **Aerospace Education Specialty Badge**: This badge has three levels of qualification, basic, senior, and master. For qualification procedure, see CAP Regulation 280-2.
15. **Cadet Programs Badge**: The Cadet Programs Badge comes in three levels, basic, senior, and master. Qualification procedures are contained in CAP Regulation 52-16.
16. **Communications Badge**: This badge has three tiers to qualify in, basic, senior, and master. Criteria for this award are listed in CAP Regulation 100-1, Volume 1.
17. **A. Scott Crossfield Award**: Awarded by National Headquarters to members who have earned the **Master Level Rating** in the **Aerospace Education Specialty track and served as Aerospace Education Officer**. **Reference : paragraph 17, CAP Reg. 39-3.**
18. For more information on the subject check the reference directives.

BOARDS, COMMITTEES AND OTHER APPOINTMENTS

1. Remember the purpose of the Commanders Packet I is to inform. Informed individuals do a better job than those who are kept in the dark. This section was put together to inform the unit commander and the members, so they will know of the boards, committees, and other unit appointments. In the Commanders Packet II, I have made sample copies of Personnel Authorizations for use with following listed items:

- a. Unit Finance Committee (paragraph 2, CAP Reg. 173-1) (GP 12 FL 401).
- b. Unit Membership Board (paragraph 1-5, CAP Reg. 39-2 (GP 12 FL 402).
- c. CAP Awards Review Board (paragraph 7, CAP Reg. 39-3 (GP 12 FL 403).
- d. Promotion Board (paragraph 10.a., CAP Reg. 35-5 (GP 12 FL 404).
- e. Testing Officer (paragraph 3, CAP Reg. 50-4 and Para. 2-3, CAP Reg. 50-17) (GP 12 FL 405).

2. These boards, committees, and other appointments, could effect the status of the unit. Be sure to check the references and find out more about them. Copies of these boards, committees, and appointments must be on file within the unit.

AIR FORCE INSTITUTE
for ADVANCED DISTRIBUTED LEARNING
Formerly Known as
EXTENSION COURSE INSTITUTE (ECI) AIR UNIVERSITY

1. Extension courses are designed for the senior members continuing education. After completing the CAP Officer Course (ECI-00013), the senior member is eligible to take other courses.
2. Information on the CAP Officer Course (ECI -0013), see Level II, Technical Training, paragraph 6, Commanders Packet I.
3. Other **Civil Air Patrol - related ECI Courses**, that a senior member can apply for:
 - a. Civil Air Patrol Public Affairs Officer.
 - b. Civil Air Patrol Scanner course.
 - c. Civil Air Patrol Observer course.
 - d. Introduction to Civil Air Patrol Emergency services.
4. **Professional Military Education ECI Courses**, that can be applied for during the individuals progression in the Senior Training Program:
 - a. Squadron Officer School.
 - b. Air Command and Staff College.
 - c. Air War College.
5. There is a listing of **USAF ECI Career Development Courses** available in the handbook for Civil Air Patrol members. Check with the Professional Development Officer for information and application procedures on these courses.
6. **Cadets who have received the Billy Mitchell Award or higher, are eligible to take courses listed in the ECI Course Handbook.**
7. Check the ECI Handbook for complete details on the correspondence program.

CADET MEMBERSHIP

Reference: Chapter 2, CAP Manual 39-2

1. **CADET APPLICATION PROCEDURES:** The application checklist GP 12 FL 102 that has been provided in the Commanders Packet II will aid with the in-processing of the new cadet. With this being a new member in Civil Air Patrol, it is suggested the **Personnel Officer** go over each item on the application checklist, so as to get the new member off to a good start.

2. **INITIAL CADET MEMBERSHIP:** All applicants for cadet membership must meet the following prerequisites:

- a. Twelve years old (or attending 6th grade) through 18 years old.
- b. Enrolled in or graduated from a public or private school or college with a satisfactory record of academic achievement.
- c. Not married.
- d. Not a member of the active duty Armed Forces.
- e. United State Citizen or alien lawfully admitted to residence in the United States.
- f. Good Moral character.

3. **CADET APPLICATION PROCESSING:** The unit commander can check the National CAP site (www.cap.af.mil) to see if the cadet's application has been processed.

4. **MEMBERSHIP CARD:** Follow the same procedures as outlined in paragraph 4 of **SENIOR MEMBERSHIP**.

5. **IF AN INDIVIDUAL NEEDS A MEMBERSHIP CARD:** Follow the same procedures as outlined in paragraph 5 of **SENIOR MEMBERSHIP**.

6. **MEMBERSHIP RENEWALS:** Follow the same procedures as outlined in paragraph 7 of **SENIOR MEMBERSHIP**.

7. **CHANGE OF ADDRESS:** Follow the same procedures as outlined in paragraph 8 of **SENIOR MEMBERSHIP**.

8. **CADET PROGRAM BENEFITS:** The CAP Cadet Program provides the cadet the opportunity to develop leadership skills through the individuals love of aviation. Parents credit the cadet program for communicating to their children the important role that personal integrity, self-discipline and trust play in their personal and professional success. The cadet will progress through 16-step program with exciting aviation and aerospace activities on both a local and national level.

9. **NATIONAL ACTIVITIES:** In addition to a wide range of local activities, the cadet will have the opportunity to qualify for special national activities such as travel to encampments which focus on a variety of aviation, aerospace, search and rescue, and pararescue courses. One of the many highlights of the cadet career will be earning the honor at attending one of CAP's leadership development schools. The Cadet Leadership School, Cadet Officers School and International Air Exchange foster America's future leaders. The highest and most prestigious honor for the cadet is selection onto a national cadet competition team.

10. EDUCATION/PROFESSIONAL DEVELOPMENT: Cadets compete annually for special CAP admission into the U.S. Air Force Academy preparatory school. Military officer mentoring and guidance helps to inspire and encourage cadets who are interested in aviation industry or military careers. As a CAP cadet they can compete for scholarships to help further their education. CAP is proud to report that 10% of U.S. Air Force Academy appointees are former CAP cadets. Additionally, both West Point and the U.S. Naval Academy admit CAP cadets each year.

11. CADET PERSONNEL RECORDS: The cadet personnel record consists of training records (CAP Form 66, Cadet Master Record, prescribed by CAP Manual 52-16). **A copy of the initial application form (CAP Form 15, Application for Cadet Membership in Civil Air Patrol), is maintained as the first copy in the personnel record. Other CAP forms that will be made part of the Cadet record are:**

- a. CAP Form 50 (Cadet Progress Evaluation).
- b. CAP Form 59-1 (Phase I and II Certification).
- c. CAP Form 59-2 (Phase III Certification).
- d. CAP Form 59-3 (Phase IV Certification).
- e. CAP Form 66a (Cadet Physical Fitness Test Scorecard).

12. Any additional information pertaining to the cadet's service and performance should be made a part of the personnel record.

13. Upon acceptance of the new cadet member the CAP Bookstore will send Phase I and Phase II study material packet and CAP Form 59-1, Phase I and II certification. This form will be placed in the Cadet's personnel records until completion. On completion of each phase, be sure to make a copy for the Cadet's personnel record before sending the original to National Headquarters. This form shows the progression of the cadet and if the CAP Form 59-1 should become lost there will be a copy to send forward. Always make copies for the records and files, no matter what it pertains to. This way you will never be wrong. Files copies don't take up that much space, and it save a lot of trouble trying to reconstruct a file copy.

14. Always check the reference directive for detailed information on Cadet Membership.

CADET PROGRAM

Reference : CAP Regulation 52-16

1. The cadet program is one of the three missions of Civil Air Patrol. It provides a program to motivate youth to develop leadership abilities and to become responsible citizens through aviation - centered activities.
2. The Cadet program is designed to permit all cadet to:
 - a. Participate in varied special activity programs.
 - b. Develop the knowledge, skills and attitudes necessary for understanding the total impact of air and space upon society.
 - c. Learn self-discipline through study of leadership practices and military training.
 - d. Understand and appreciate the moral issues of our time through discussion and debate.
 - e. Become and remain physically fit through a special aerobics program.
3. Cadets through study and performance, work their way through a series of 16 achievements, each of which encompasses the five factors above. As cadets progress, they are rewarded by increase in rank, presentation of ribbons and certificates, eligibility for national sponsored activities and eligibility to compete for academic scholarships.
4. The senior member should make themselves available with their experience, time and energy to the teaching, guiding, assisting, protecting and the safety and welfare of the cadet.
5. Check reference directive for additional details on the Cadet Program

CADET ORIENTATION

Reference: CAP Regulation 52-16

1. Introduction into the Cadet Program is a two-step process: Orientation and Membership. The orientation process is where the prospective cadet becomes acquainted with the procedures, requirements and goal of CAP. The membership process is where the prospective cadet applies for membership (see GP 12 FL 102-1 (Cadet Application checklist) in Commanders Packet II).

2. **ORIENTATION**: The orientation process should introduce potential cadets to CAP and present an overview of the cadet program. The following volumes make up the Cadet Orientation Program:

- a. Volume 1 - CAP Pamphlet 59-1, Instructors Guide.
- b. Volume 2 - CAP Pamphlet 59-2, Student Guide.
- c. Volume 3 - CAP Pamphlet 59-3, Slide Presentation.

The 3 volumes in the Cadet Orientation Program are a **purchase item, and can be ordered through the CAP Bookstore.**

3. The unit should assign a **Cadet Mentor (refer to : CAP Pamphlet 52-6)** for each potential cadet. This **Mentor will accompany the potential cadet during meetings, introduce the individual to unit personnel, assist in the orientation and generally make the potential cadet feel welcome.**

4. Always check the reference directive for detailed information on the potential cadets introduction into Civil air Patrol.

CADET PROGRAM MANAGEMENT

Reference: CAP Regulation 52-16

1. Before administering the Cadet Program the unit commander and the deputy commander for cadets should become thoroughly familiar with the cadet program publications, CAP Forms frequently used in the cadet program, and publications that influence the cadet program. Reference: page 13, CAP Regulation 52-16, figure 2-4 and 2-5.
2. Remember this is only a guide and a reference to publications used in the Cadet Program. Should the unit commander or deputy commander for cadets need help read paragraph 4 below.
3. From the time of recruiting the cadet, through the orientation process, to the application for membership, and through the 4 phases of the Cadet Program. The unit commander and the deputy commander for cadets have a very important job!
4. The new unit commander and the deputy command for cadets can always find help, if there is something they don't understand about the cadet program. There are senior members at Group 12 Headquarters or at one of the squadrons who will know all about the cadet program and will give the new commander or the deputy commander for cadets the help they need.
5. Always check the reference directive for detailed information on the Cadet Program.

TEST ADMINISTRATION AND SECURITY

Reference: CAP Regulation 50-4

1. Paragraphs 2,3, and 4 pertain the cadet program. Paragraphs 5,6,7, and 8 pertain to the overall administering of testing an security. Paragraph 9 pertains to both the cadets and senior members.

2. Tests are used to confirm skills and knowledge learned in education and training activities. Most tests are closed book and administered at the local level by the Test Control Officer (TCO).

3. **APPOINTMENT OF TEST CONTROL OFFICER:** Each unit commander will ensure positive control of testing material to preclude compromise. The unit commander will appoint a TCO by letter (GP12 FL 405, that is located in the Commanders Packet II, can also be used for this purpose) for test security and administration. The TCO appoints alternate (s) by letter, or use GP12 FL 405. These positions are usually assigned to members working in **Professional Development and Cadet Programs**. **The unit commander may not serve as TCO or alternate.**

4. **SIGNATURE VERIFICATION CARD:** Each **cadet or composite squadron must submit a CAP For 53** (Signature Verification Card), with the names of the current **Commander, Deputy Commander for Cadets** (Composite Squadron), **TCO or Alternate**. This form is used to verify successful completion of **CADET ACHIEVEMENTS** and **Tests** associated with those achievements. Be sure to make a copy for the Testing Information File before sending the card to the Cadet Programs Office at the following address:

National Headquarters CAP/CPR
105 South Hansell Street
Maxwell AFB, AL 36112-6332

5. **ORDERING TESTING MATERIAL:** Only the Unit Commander, TCO or Alternate will order test and answer keys. Most CAP examinations are ordered on a CAP Form 8 (Requisition for Publications and Blank Forms).

6. **STORAGE AND SECURITY:** The TCO will store CAP tests and related material in a **LOCKABLE METAL FILING CABINET**, accessible **ONLY** to the TCO, alternate (s), and unit commander.

7. **TEST INVENTORY:** An inventory of test material will be conducted every 90 days.

8. **TEST ADMINISTRATION:** Read paragraph 1-6 of the reference directive for complete information on test administration.

9. Guidance for the **Air Force Institute for Advanced Distributed Learning** can be found by checking with the Test control Officer, ECI Handbook and chapter 2 of the reference directive.

10. Always check the reference directive for detailed information on Test Administration and Security.

CADET SPECIAL ACTIVITIES

Reference: Chapter 4, CAP Regulation 52-16

1. Special activities are designed to provide cadets with incentive and motivation toward greater participation in the cadet program. Special activities broaden the scope of thinking and experience of the cadet participants, and contribute directly to the cadet's knowledge of career opportunities in the military and/or civilian aerospace career field.
2. Cadet Special Activities are listed in the pull-out section of the CAP News (November & December issues), giving general information on each activity, with location, and a tentative schedule.
3. The following is a list of special activities that are available, that a cadet can apply for after meeting the prerequisites:
 - a. International Air Cadet Exchange.
 - b. Cadet Officer School.
 - c. National Blue Beret.
 - d. Pararescue Orientation Course.
 - e. Advanced Pararescue Orientation Course.
 - f. Advanced Technology Cadet National Academy.
 - g. Aerospace Education Academy.
 - h. Nation Flight Academy - Powered Track.
 - i. National Flight Academy - Glider Track.
 - j. Air Education and Training Command Familiarization Course.
 - k. Air Force Space Command Familiarization Course.
 - l. Air Force Weather Agency Familiarization Course.
 - m. National Military Music academy.
 - n. Honor Guard Academy.
 - o. Engineering Technologies Academy.

- p. Space Camp.
- q. Aviation Challenge.
- r. EAA Air Academy.
- s. Hawk Mountain SAR School.

4. Senior Members are needed at most activities to serve as escorts or staff, and **have prerequisites to meet in order to attend.** For information on prerequisites, an individual can contact the Cadet Programs Officer at: (334) 953-15, or at the following address:

National Headquarters CAP/CP
105 South Hansell Street
Maxwell AFB, AL 36112-6332

5. If the senior member meets the prerequisites for the Cadet Special Activities, they should apply early to assure acceptance.

6. Cadets should refer to paragraph 4-1.a. b. c.(1) (2) (3), about the Special Activities Review Board.

7. **Remember, senior members are needed to support to Cadet Special Activities.**

8. Always check the reference directive for detailed information on the Cadet Special Activities.

ENCAMPMENTS

Reference: Chapter 5, CAP Regulation 52-16

1. Encampments are designed to provide Civil Air Patrol members an opportunity to:
 - a. To apply knowledge gained in the cadet and senior programs to practical situations.
 - b. To develop a greater understanding of the Civil Air Patrol mission and Civil Air Patrol capabilities.
 - c. To develop their potential for aerospace leadership in a actual aerospace environment.
 - d. To aid retention and motivation.
2. **SENIOR MEMBER ELIGIBILITY FOR ENCAMPMENT:** Each senior member must have completed Level I Orientation and the Cadet Protection training before attending an encampment.
3. **CADET ELIGIBILITY FOR ENCAMPMENT:** Cadets must have completed the Curry achievement before they participate in an encampment.
4. **ILLINOIS WING ENCAMPMENTS:** Two (2) Illinois Wing encampments are scheduled each summer, at the following locations:
 - a. Raymond A. Johnson Flight Encampment, located at Mattoon, Illinois.
 - b. Illinois Wing Summer Encampment, located at Volk Field, Wisconsin.
5. Each eligible cadet and senior member are encouraged to attend.
6. Other encampments are listed in the Civil Air Patrol News. Individuals should take advantage of these encampments.
7. Be sure to check the reference directive for details on the encampments.

AEROSPACE EDUCATION

Reference: CAP Regulation 280-2

1. Aerospace Education is one of the three missions of Civil Air Patrol.
2. The term AEROSPACE is compilation of the words AVIATION and SPACE and refers to all flying activities within the earth's atmosphere and beyond. AEROSPACE EDUCATION is that branch of general education concerned with communicating knowledge, skills, and attitude about aerospace activities and the total impact of air and space vehicles upon society.
3. Civil Air Patrol's aerospace program is designed to provide all American citizens with an understanding and appreciation of the importance of aviation and space to our society and to our national security. It provides education necessary for continued progress and the maintenance of aerospace supremacy.
4. For those senior members who wish to keep up with the Aerospace program. National Headquarters schedules annually, the **National Congress on Aviation and Space Education.** Notification of this event will come in mailings for National Headquarters and through the Civil Air Patrol News. Great Lakes Region schedules an Aerospace Education Conference annually and notification will be announced by mail. An individual should check the web pages for information on this event.
5. For more information on the subject check the reference directive.

EMERGENCY SERVICES

Reference: CAP Regulation 60-3

1. Emergency services is one of the three (3) missions of Civil Air Patrol. For more than 60 years, the dedicated volunteers of CAP have continued to save lives and alleviate human suffering through a number of emergency missions.

2. **SEARCH AND RESCUE:** Civil Air Patrol is best known for its search and rescue (SAR) effort. CAP now flies more than 85% of all inland missions directed by the Air Force Rescue Coordination Center at Langley AFB, Virginia. More than 100 people are saved every year through this effort.

3. **DISASTER RELIEF:** Civil Air Patrol volunteers are often the first on the scene when disaster strikes. Provide air and ground transportation, and an extensive communication network to local, state, and national disaster relief organizations. Civil Air Patrol has formal agreements with a number of humanitarian relief agencies including the American Red Cross, Federal Emergency Management Agency (FEMA), Federal Aviation Administration (FAA), and U.S. Coast Guard Auxiliary.

4. **HUMANITARIAN SERVICES:** Civil Air Patrol is perhaps less known for its transport of time-sensitive medical materials including blood and human tissue in situations where other means of transportation are not possible. Civil Air Patrol's live organ transport program is credited with saving an average of 10 lives per year.

5. **COUNTERDRUG (CD) OPERATIONS:** Civil Air Patrol has become a major contributor in the "War on Drugs" through agreements with the U.S. Air Force, the U.S. Customs service, the Drug Enforcement Agency (DEA) and the U.S. Forest Service. Civil Air Patrol provides aerial reconnaissance, airborne communication support, and airlift of law enforcement personnel in the counter drug effort.

6. Civil Air Patrol also performs a variety of missions in direct support of the U.S. Air Force. Missions such as damage assessment, radiological monitoring, light transport, communication support, and low altitude route surveys.

7. Always check the reference directive for details on emergency services.

MONTHLY MEMBERSHIP LISTING

Reference: paragraph 4-3, CAP Regulation 39-2

1. Each unit is furnished a monthly listing of all current cadet and senior members. This listing identifies new members, rejoins, renewals, overdue renewals, and during the ensuing 2 months. This listing also identifies those members who did not renew during the renewal period and who will be deleted from National's active files 90 days following the expiration date.
2. Listing should be carefully reviewed when they are received each month and corrected in RED INK to reflect current information or to furnish missing information and forward directly to HQ CAP/DPP, 105 South Hansell Street, Maxwell AFB, AL 361126332, for updates on the National file.
3. Always check the reference directive for detailed information on the Monthly Membership Listing.

RECRUITING

1. The best recruiting tool that Civil Air Patrol has, is the individual member, by the way they conduct themselves, and their general appearance. This will stimulate interest by the American public.
2. If an Civil Air Patrol member knows of an individual or a group expressing an interest in Civil Air Patrol. Ask them to come to a meeting where the unit commander or the professional development officer will give them an orientation about Civil Air Patrol to get them fully informed.
3. Recruiting poster and brochures are available through the administrative officer.
4. Recruiting registers have been added to the Commanders Packet II for the senior member and cadet to keep track of their recruitments for the basic ribbon and the ribbon clasp. The following is a listing of those forms:
 - a. GP 12 Form 301, Senior Member Recruiting Register (Basic Ribbon).
 - b. GP 12 Form 302, Senior Member Recruiting Register (Ribbon Clasp).
 - c. GP 12 Form 303, Cadet Recruiting Register (Basic Ribbon).
 - d. GP 12 Form 304, Cadet Recruiting Register (Ribbon Clasp).

GOOD LUCK WITH THE RECRUITING EFFORT

INSURANCE

Reference: CAP Regulation 900-5

1. As member of Civil Air Patrol, the individual is covered by aviation, auto and general - liability insurance while performing Civil Air Patrol activities. The individual is also eligible for federal liability protection and employee's compensation (including disability and survivors benefits) while on Air Force sanctioned missions.
2. For in-depth information on insurance coverage, read the reference directive.

CONFERENCES

Reference: paragraph 5-1.d., CAP Regulation 50-17

1. Attendance at conferences afford the Civil Air Patrol officer a broad view of the corporation's organization and expose them to current issues confronting CAP. Attendance at conferences will help the individual learn new skills and improve the old ones the individual already have.
2. Conferences are announced through the Civil Air Patrol News. The Illinois web page and the Group 12 web page should be checked for information on conferences.
3. In Level III progression, attendance at two (2) conferences are required. The National Congress on Aerospace Education or a region aerospace education conference counts as one conference for attendees. Conferences attended prior to entry in Level III, will count toward requirements if member is a registered attendee.
4. The following is a listing of conferences that can be attended:
 - a. National Conference
 - b. National Congress on Aerospace Education
 - c. Great Lakes Region Conference
 - d. Great Lakes Region Aerospace Conference
 - e. Illinois Wing Conference
 - f. Any conference sponsored by Civil Air Patrol
5. Always check the reference directive for detailed information on subject.

CAPMART

www.capmart.org

“Your bookstore, apparel, and supply place”

1. The Civil Air Patrol CAPMart is located at Maxwell Air Force Base, Alabama. The CAPMart supplies training material for various training programs. It also sells required uniform and unique insignia and patches worn on the CAP Uniform.

2. **CAPMart can be reached by mail at the following address:**

CAPMart
30 South Arnold Street
Bldg. 848
Maxwell AFB, AL 36112-6332

3. **TELEPHONE & FAX:**

Tel: 1-8888341781
Fax: 1-3342656381

4. **THE FOLLOWING INFORMATION WAS EXTRACTED FROM INFORMATION RECEIVED FROM CAPMART:**

Returns and Cancellation Policy

Online orders: Items ordered online are processed immediately. **Once an order has been processed, we are unable to cancel the order.** However, once you receive the merchandise, you can simply return it postage paid by mail. Sorry no **C.O.D.’s**. To find out your order has been processed, please contact our customer service.

What is your return policy & guarantee? Your personal satisfaction is guaranteed for all purchases.

You may return any item within 30 days of receipt for full refund of the purchase price including your return shipping charges if the item was shipped in error.

REGRETFULLY, CAPMart cannot accept returns for **personalized items**. Items that have been worn or not been treated accordingly.

If returning an item that was ordered in error, or for any other reason, there will be a **restocking fee**, of 35% of the purchase price.

In case of an item exchange there will be an additional fee of \$5.00.

5. **WHAT ARE YOUR PAYMENT OPTIONS?**

Ordering Online: **We’ll take your order any hour, any day.** We accept VISA, Mastercard, American Express and Discover Card.

Ordering by Phone: Prior to calling, please fill out the online order form and have your credit

card number and expiration date ready.

Ordering by Mail or Fax: Mail orders can be paid by credit card, check (drawn on US bank only), or money order. Fax orders must be placed using a credit card. Sorry, no C.O.D.'s.

6. **How much is shipping & handling?** Our standard shipping is **FREE!** Shipping & handling options information is as follows:

Standard Shipping: With our standard delivery, you will receive your order in five to 10 business days. Or we'll expedite your shipping for an additional charge.

Same Day shipping: 3-5 days \$5.00. Orders placed before 11 am CST Monday thru Friday will be shipped out that day. Orders placed Saturday thru Sunday will be not be shipped till the following Monday. Orders cannot have nametapes, personalized shirts or jackets on it. Next day delivery not guaranteed. Order may ship via Fed-Ex or UPS. Must have physical address.

FED-EX Ship out today: 1 day \$10.00. Orders placed before 11 am CST Monday thru Friday will be shipped out that day and received the next day. Orders placed Saturday thru Sunday will be shipped till the following Monday. Order cannot have nametapes, personalized shirts or jackets on it. Must have physical address, Fed-Ex will not deliver to P.O. Box.

7. **Is it safe to use my Credit card?** Our website is safe and secure. We use the Secure Socket Layer Protocol to ensure that ordering information is sent directly to the CAPMart and only CAPMart can decode it.

CAPMart uses the latest technology to protect your credit card information. Our secure server software (SSL) is the industry standard and among the best software available today for secure commerce transactions. It encrypts all of your personal information, including credit card number, name, and address, so that it cannot be read as the information travels over the internet.

To check the security of your connection with us, look at the lower left-hand corner of your browser window after accessing our server. If you see an unbroken key or a closed lock (depending upon your browser), the SSL is active. You can also double-check by looking the URL line of your browser. When accessing a secure server, the first characters of the site address will change from "http" to "https".

In the event of unauthorized use of your credit card, you must notify your credit card provider in accordance with its reporting rules and procedures.

INDEX

Reference: CAP Index 02

1. In the CAP Index 02, the CAP Regulations, Manuals, Pamphlets, and Visual Aids are very important to the overall operation of any Civil Air Patrol unit. Never operate with superseded, outdated, or obsolete publications.
2. Always follow the instructions on page one (1) of the index. It will only take a few minutes to complete a inventory and post directives.
3. When regulations, manuals, pamphlets and visual aids are replaced, be sure to destroy the old publications. It only takes a few minutes to maintain the publications in a proper manner.

INDEX

Reference: CAP Index 09

1. In the CAP Index 09, the CAP Forms, Tests, and Certificates are very important to the overall operation of any Civil Air Patrol unit.
2. Always follow the instructions on page one (1) of the index. When requisitioning forms, test, and certificates. Be sure to list them in numerical order, and by category as listed in the index.
3. Do not operate with superseded, obsolete, or outdated forms, tests, and certificates. It only takes a few minutes to do it right.

WEB SITES

Individuals can obtain a multitude of information about Civil Air Patrol from the following web sites:

National Headquarters CAP – <http://www.cap.gov>

CAPMart - www.capmart.org

Great Lakes Region CAP - <http://glr.cap.gov/>

Illinois Wing CAP – www.ilcap.org

Group 12, Illinois Wing CAP – <http://ilwg.cap.gov/group12/>